

A.D. 9.10, Inmate Identification and Movement
Prepared for signature 6/9/98 - effective 8/3/98

1. Policy. The Department of Correction shall ensure positive identification of each inmate to promote good security and accountability.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4393.
 - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-4G-07.
 - D. Administrative Directives 6.2, Facility Post Orders and Logs and 9.3, Inmate Admissions, Transfers and Discharges.
3. Definitions. For the purposes stated herein, the following definition applies:

Inmate Locator Card. A form that contains a current photograph of an inmate and appropriate information which may be used to identify the individual.
4. Unit Responsibility. Each unit shall ensure continued positive identification of each inmate admitted, transferred or released from the unit in accordance with this Directive.
5. Admissions - Photograph Imaging. Each inmate shall be photographed upon initial admission to a Department of Correction intake facility. The method of photograph imaging shall be subject to the review and approval of the Director of Security. All appropriate personal data concerning each inmate shall be recorded in accordance with Administrative Directive 9.3, Inmate Admissions, Transfers and Discharges. At a minimum, the photograph shall be updated every five (5) years, or when there is a significant change in an inmate's appearance. Copies of the photograph shall be distributed as follows:
 - A. Master File (2), (one inside and one outside)
 - B. Medical File (1)
 - C. Records Office (1)
 - D. Inmate Master Locator Card (1)
 - E. Inmate Housing Locator Card (1)
 - F. Inmate Identification Card (1)
6. Photograph Requirements. A full facial photograph of the inmate shall be taken with an identification board placed under the inmate's chin containing the following: name; inmate number; and date of photo. A height chart, in inches, shall be affixed on the wall directly behind the inmate and be visible in the photograph.
7. Inmate Locator Cards. At a minimum, two (2) Inmate Locator Cards shall be completed within 24 hours of admission to a Department of Correction

facility, utilizing the Inmate Locator Card Form, CN 91001, Attachment A. One (1) card shall be labeled as the Inmate Housing Locator Card and the other card shall be labeled as the Inmate Master Locator Card. The cards shall be stored and maintained as follows:

- A. Inmate Housing Locator Card. The Inmate Housing Locator Card shall be stored in the inmate's housing unit. The housing unit officer shall be responsible for maintaining, updating, and securing the Inmate Housing Locator Card.
 - B. Inmate Master Locator Card. The Inmate Master Locator Card shall be stored in a secure area designated by the Unit Administrator. The Inmate Master Locator Card shall be maintained by staff designated by the Unit Administrator and updated as circumstances require. The Inmate Locator Card shall contain information in accordance with Attachment A. Inmates shall not be included in the production, maintenance, or handling of an Inmate Locator Card.
8. Audits. Each housing unit officer shall be responsible for a weekly inventory of each Inmate Locator Card maintained in the unit. Such inventory shall be logged in the Unit Log Book in accordance with Administrative Directive 6.2, Facility Post Orders and Logs. The Unit Administrator shall designate staff to conduct an inventory of each Inmate Master Locator Card. Such inventory shall be accomplished weekly or as required and shall be recorded in the facility log book in accordance with Administrative Directive 6.2, Facility Post Orders and Logs.
9. Inmate ID Card. Each inmate shall be provided with a laminated inmate photo identification card upon initial admission or readmission to the correctional system. The inmate Photo ID card shall be carried with the inmate at all times and shall be presented to any staff member upon request for verification of the inmate's identity. The inmate shall be required to turn in the Inmate Photo Identification Card to the facility which discharges or transfers the inmate to Level 1 community release programming. The Inmate Identification Card shall be placed in the inmate's master file.
10. Inmate Movement Within the Facility. Staff shall validate inmate identity for internal movement within the facility by utilizing the following:
- A. Inmate Identification Card
 - B. Inmate Housing Locator Card
 - C. Inmate Master Locator Card
- The Inmate Housing Locator Card shall be transferred with the inmate when movement occurs within the facility. Inmates shall not have access to any Inmate Locator Cards.
11. Inmate Release or Transfer. Prior to releasing an inmate from a facility, the following staff shall identify the inmate as follows:
- A. Unit Officer. Visual verification of the inmate in comparison with the inmate's Identification Card and Inmate's Housing Locator Cards and related inmate personal data, as enumerated on the Inmate Locator Card.

- B. Escort Officer. Visual verification of inmate in comparison with Inmate Identification Card, Inmate Housing Locator Card (including inmate personal data) and data contained in movement authorization, (e.g., court list, transfer list, medical appointment, etc.). The Escort Officer shall confirm the inmate's identity with the Housing Unit Officer.
 - C. Supervisor. Review the visual verification of the inmate as outlined in Subsections A and B above, assure all appropriate discharge procedures are followed in accordance with Administrative Directive 9.3, Inmate Admissions, Transfers and Discharges, and that each appropriate discharge procedure is accurate and in order.
12. Discharge - Photograph Imaging. A full facial photograph of an inmate shall be required immediately prior to any discharge from a correctional facility, so long as the inmate has been continuously incarcerated for more than five (5) days.
13. Locator Cards Disposition. Upon movement of an inmate outside the facility, the Inmate Locator Card shall be managed in the following manner:
- A. Court. The Inmate Housing Locator Cards shall be maintained in the Admission and Discharge area pending a determination of return from court. The Inmate Master Locator Card shall remain at the secured location designated by the Unit Administrator pending a determination of return from court. If the inmate returns from court, the Inmate Housing Locator Card shall be returned to the assigned housing unit. If the Inmate does not return from court, the Inmate Housing Locator card and the Inmate Master Locator Card shall be incorporated into the Inmates Master File.
 - B. Transfer. The locator cards shall be forwarded with the Master File to the inmate's new location.
 - C. Transfer Parole, Level 1 Community Release Programming. The locator cards shall be forwarded with the Master File to the inmate's new location.
 - D. Discharge. Upon discharge, the inmate Locator Cards shall be incorporated into the inmate's master file.
14. Inmate Detail Movement Outside the Facility. The Unit Administrator shall be responsible to establish an Inmate Detail Kit Card System for work details to insure that each detail supervisor has a photo card for each offender assigned to the crew. The information on these cards shall be the same as the Inmate Locator Cards, but shall be incorporated into a wallet-sized format for ease of carrying and reference by the detail supervisor.
Photo-card identification procedures shall be established at points where offenders move regularly outside the secured perimeter or detail assignment. The facility Chief of Security shall be responsible to maintain these photo cards and related procedures.
15. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.